

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

Program Announcement PS08-803:

Human Immunodeficiency Virus (HIV) Prevention Projects for the Commonwealth of Puerto Rico and the United States Virgin Islands

Applicant Questions and Answers from the Grants Writing Seminars

February 7, 2008

1. Besides only being able to select one Diffusion of Effective Behavioral Intervention (DEBI), can you do both counseling, testing and referral services (CTRS) and partner counseling and referral services (PCRS)?
CDC Answer: No. Applicants are permitted to select up to two program models, one of which must be a DEBI. Therefore, applicants can select either CTR or CRCS as their second model.
2. What is the limit as to attachments? Is it 50 pages or 50 files?
CDC Answer: 50 pages total.
3. Does the number of pages used in the eligibility section count toward the total number of the 40 pages.
CDC Answer: No. The 40 page limit extends to sections B-I of the application narrative. The Eligibility Section is separate from the page limit requirement and is estimated at 10 pages.
4. What if I need help interpreting the intent or translation of a question within the program announcement?
CDC Answer: CDC has made every effort to ensure that technical assistance is always available throughout the application process. If you have questions or need assistance understanding any portion of the program announcement (including translation needs), CDC encourages applicants to access these services or contact any of the key persons listed in *Section VII. Agency Contacts*, found on page 71 of the program announcement. In addition, applicants may visit the program announcement (PA) website at <http://www.cdc.gov/hiv/topics/funding/PS08803> .
5. How can I obtain Microsoft Word Versions of some of the required Attachments?
CDC Answer: CDC has added Word versions of the following attachments to the PA website at <http://www.cdc.gov/hiv/topics/funding/PS08803/> , see the Attachments section:
 - [Attachment IV. Proposed Target Population Worksheet](#)
 - [Attachment IX. Historical Data Table](#)
 - [Attachment X. Health Department Director Sample Letter for CTR](#)

- [Attachment XI. Sample Letter for PCRS Memorandum of Understanding with Health Department](#)
 - [Attachment XII. Sample Letter: LOI from a Physician for HIV testing activities](#)
 - [Attachment XIII. CDC Form 0.1113: Assurance of Compliance with the Requirements for Contents of AIDS Related Written Materials Form](#)
6. If there are documents in Spanish for documenting things, e.g., as eligibility ex newspaper, should they be translated into English?
[CDC Answer:](#) If the information is helpful for reviewers with understanding your application and program, then yes. However, it is not required. Another option is to add a small excerpt to each item in Spanish to provide the reviewer with an idea of purpose and content of the material (could be added by small label on the cover). CDC is planning to have at least one fully bilingual reviewer on each application panel in case translation is needed.
7. When justifying population do you use the 2006 HIV Comprehensive Prevention Plan or do you use population stated in the last grant year? Situation: The only document that is “published” is the 2006 plan. Do you use the priority listing from 2008?
[CDC Answer:](#) Applicants are required to use their current Comprehensive HIV Prevention Plan.
8. Justification of Need: Do you report specifics or general aspects of actual program/services?
[CDC Answer:](#) Applicants should provide concise, yet detailed information to accurately describe and justify the need of your program for your jurisdiction. Remember that applications are reviewed by independent reviewers (outside of CDC), many of whom have never heard of your programs. Consider your audience and try to depict a clear description of your program and activities when writing your application.
9. How is the HIV prevention comprehensive plan available to the CBOs? Updates?
[CDC Answer:](#) Contact your health department to receive a copy of your jurisdiction’s current Comprehensive HIV Prevention Plan.
10. Can a CBO submit two proposals?
[CDC Answer:](#) No. Applicants can only apply for ONE category. Their organization must reside in the jurisdiction for which they are applying.
11. Can a CBO change DEBIs when requesting funding for this new cycle?
[CDC Answer:](#) Yes. This is a new program announcement funding opportunity. Therefore, applicants are free to select the program activities, based on the PA requirements, which meet the needs of their target population.

12. How much adaptation of the DEBI is allowed and under what circumstances?

CDC Answer: Adaptation is permitted as long as the core elements are not changed. Funded applicants are encouraged to work with their CDC project officer for obtaining assistance with adaptation.

Translation: Can agencies use their own translation of a DEBI? Yes, if your agency has translated a DEBI intervention and the support materials, then we will offer you the services of the Science Application Team and the Latino CBA providers to ensure the translations are complete and reflect the science behind evidence-based interventions.

13. Does electronic vs. paper copy make a difference?

CDC Answer: CDC requires the applicant to submit the application electronically by utilizing the forms and instructions posted for this announcement on www.grants.gov. If applicants have technical difficulties in Grants.gov, customer service can be reached by email at support@grants.gov or by phone at 1-800-518-4726 (1-800-518-GRANTS). The Customer Support Center is open from 7:00 a.m. to 9:00 p.m. Eastern Time, Monday through Friday.

Applicants are permitted to submit a back-up paper copy of their electronic application. The paper submission must be clearly marked: “BACK-UP FOR ELECTRONIC SUBMISSION.” The paper submission must conform to all requirements for nonelectronic submissions. If both electronic and back-up paper submissions are received by the deadline, the electronic version will be considered the official submission.

14. How do we access required documents?

CDC Answer: Applicants can download the application package and required forms and instructions posted for this announcement on www.Grants.gov, the official federal agency wide Egrant Web site.

To view CDC procedures, program announcement attachments, and available technical assistance activities for this announcement, visit the programmatic Web site at <http://www.cdc.gov/hiv/topics/funding/PS08803>. The website now contains Microsoft Word versions of Attachments 6, 9, 10, 11, 12, and 13.

15. Do you have more opportunities if you come in as a coalition?

CDC Answer: No. All applicants are reviewed based on the criteria outlined in the Program Announcement.

16. How do you correlate the “ABCs” with the DEBIs?

CDC Answer: Applicants should plan to follow the curriculum of the selected effective behavioral Intervention (EBI). The promotion of abstinence, faithful monogamy and correct, consistent condom use (ABC) are an important part of HIV prevention. This announcement encourages applicants to target populations at highest risk for HIV acquisition or transmission, in accordance with their local

HIV prevention plans. Applicants are encouraged to promote these activities wherever possible within their program activities.

17. Who are contact person and person responsible for providing endorsement from the PR Health Department?

CDC Answer: The contact person responsible for providing endorsement from the PRDOH is Dr. Trinidad Garcia.

18. **Letter of Support:** What happens if the health department cannot provide **its** letter of support in time for my application's submission? Will it be counted against me?

CDC Answer: CDC has already contacted the health departments in both Puerto Rico and the US Virgin Islands to collaborate and ensure that they have all the necessary information to provide the letters of support for applicants.

However, if the health department is not able to provide the letters of support as required, then applicants should contact CDC in advance to allow CDC the opportunity to work with the health department to get the letter by the deadline.

As a last resort, applicants can write a letter on their agency letterhead explaining the process used and the why they were unable to attach the letter to their application. CDC does not want to cause undue burden to the health department or penalize the applicant.

19. What is the process for submitting the letter of support to the Health Department?

CDC Answer: Applicants are encouraged to submit a copy of the application's project abstract as the project summary to ensure that health department officials understand the applicant's intended program. Please keep in mind that processing the letter's signature could take 14-30 days.

Puerto Rico Applicants: Should submit an electronic copy (on a disk) of their draft letter and a summary of the proposed CTRS program (e.g., project abstract). Puerto Rico applicants should submit all requests and related documents for the letter of support at the "Oficina de Enlace Comunitario" in the Division de Prevencion ETS/VIH/SIDA, Pabellon 2 (2nd floor). Also, that the health department will make the following documents available:

- Draft of the DOH CTR Protocol (Protocolo de CTR - Draft)
- CD with updated information on prioritized target populations and the interventions (CD con poblaciones priorizadas e intervenciones)
- Universal Referral Form and updated contact list for all HIV/STD clinics

US Virgin Islands Applicants: Should submit an electronic copy (on a disk or via e-mail) of their draft letter and a summary of the proposed CTRS program (e.g., project abstract) to the Commissioner (contact information listed below) and send a courtesy copy to Taetia Phillips-Dorsett (USVI Director of Community Health Services *e-mail:* TaetiaPhillips-Dorsett@usvi-doh.org). CDC was

informed that letters in the USVI could take 30 days. Applicants are encouraged to submit their letters as soon as possible.

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20. Will the Health Department be responsive and what is the expected timeline for getting signed documents?

CDC Answer: CDC is working with the health department representatives to ensure responsiveness for application requirements. Applicants are encouraged to submit their requests for letters to the health department representative at least 2 weeks in advance to ensure that they receive their required documentation in time for the meeting application deadline requirements (March 17, 2008 by 4:00 pm ET).

21. Does previous experience with PEMS affect the new request?

CDC Answer: No. Prior experience with PEMS is not required. Once awarded, all funded grantees will receive the necessary training associated with PEMS requirements for this funding announcement.